Module 10

Chapter 2

Building Local National Applicants

Chapter Overview

Introduction

To process an appointment action in the DCPDS, the person must be an applicant. You can do this using one of the following methods.

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix to the DCPDS.
2. If Resumix is not used, you enter the applicant data through the process explained below (referred to as "building" an applicant in the DCPDS).

Chapter Contents

Continued on next page

Chapter Overview, Continued

Before You Begin

DCPDS requires a three-day process to have an applicant built, accepted, and assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant to a position.

◆ **Example:** To appoint an applicant to a position effective 10 February, a prior date of at least three days must be used for entering the applicant (e.g., 8 February or earlier).

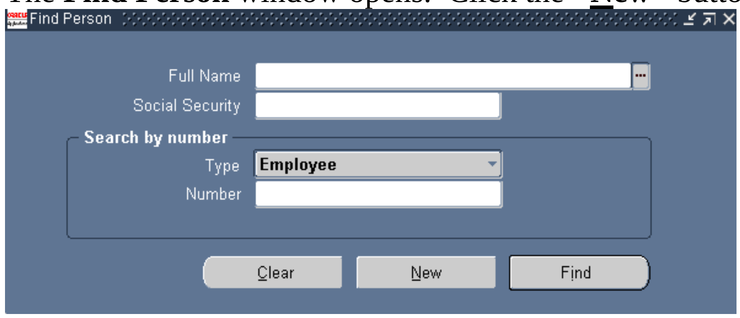
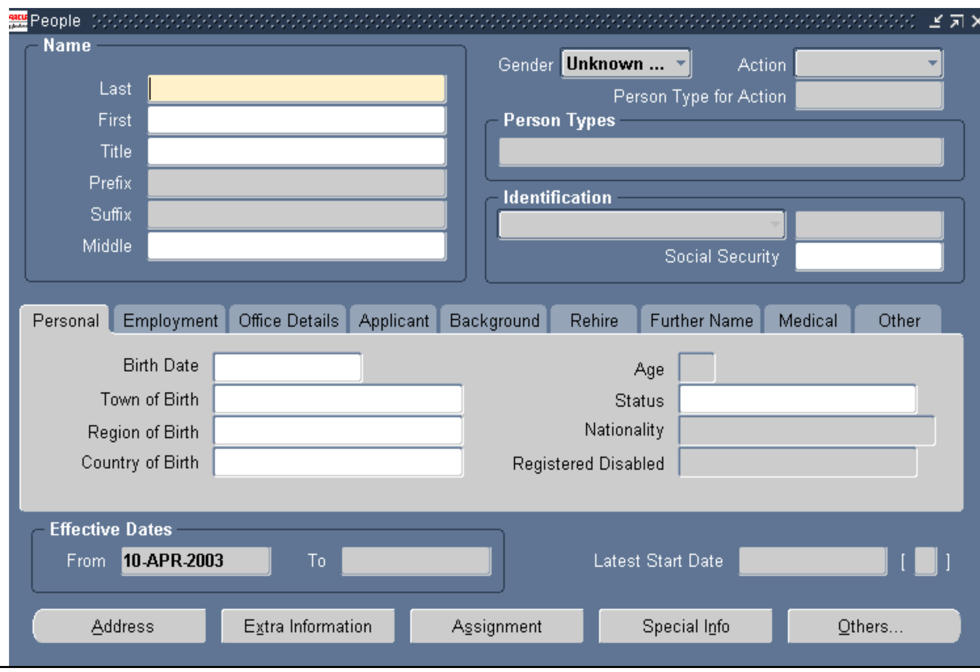
How to work around: Use the DateTrack feature to work around this business rule, to build, accept, and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
- Alter the effective date again to at least one day forward from the date used to build the applicant, and at least one day before the appointment date; then, change the applicant's status to "Accepted."
- Reset the effective date to the current date to "appoint" the applicant.

Building LN Applicants

Building an LN Applicant

The following procedures describe how to build an LN Applicant. Only the required data fields are described.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Click the **<New>** button. 
2	The **People** window opens: 

Continued on next page

Building LN Applicants, Continued

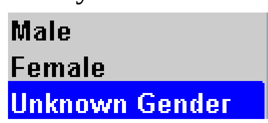
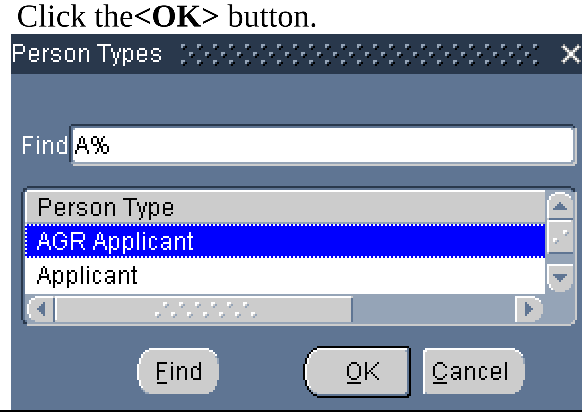
Building an LN Applicant (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>If you plan to appoint the applicant within the next two days, you need to alter the effective date in the system to meet the business rules described in the introduction. To do this:
Click the Alter Effective Date icon on the Toolbar.
Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either:
Type over the highlighted data in the Effective Date data field (which opens the current date). Use the format: DD-MMM-YYYY. Then click <OK>.
Or
Click in the Effective Date data field and click the LOV to display the calendar. Click a date, and then click <OK>.
The altered effective date appears on the Title Bar of the People window.</td></tr>
<tr><td>4</td><td>Your cursor will be in the LAST data field of the NAME Region. Enter the applicant data, as described below.
Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].
<table><tr><th>Data Field</th><th>Action</th></tr><tr><td>Last</td><td>Type in the last name of the applicant. Hyphens may be used. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Follow your business rules entering the applicants' name.</td></tr></table></td></tr>
</table>

Continued on next page

Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Data Field	Action
4 (Cont)	**First**	• Type in the applicant's first name. • Press [**Tab**] several times until your cursor is in the ***Middle*** data field.
	Middle	• Type in a middle name or initial, if appropriate. • Press [**Tab**].
	Unknown Gender	• Click the "M" key for *Male* or "F" for *Female.*  Press **[Tab]** or click in the ***Action*** data field.
	Action	Click the LOV icon and select **Create Applicant** 
	Person Type for Action	• Click the LOV and select **Applicant** • Click the**<OK>** button. 
	Social Security Number	**Note:** Leave this data field blank. It will be entered in the appointment process.
	Employee	• No action – automatically populated.
	Applicant	• No action – automatically populated

Continued on next page

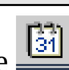
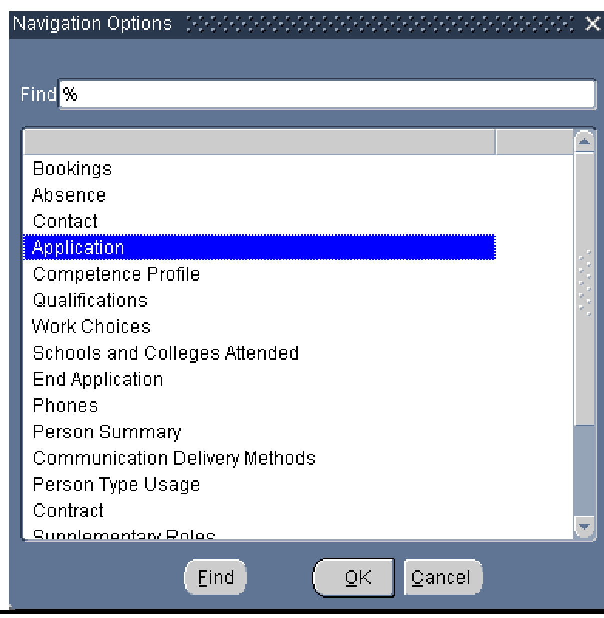
Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action	
	Data Field	**Action**
4 (Cont)	**Birth Date**	• Type in the applicant's birth date, using the format: DD-MMM-YYYY.
5 	Click the ***Save*** icon. The Message Line will indicate ***"Working…"*** followed by ***"Transaction complete: 1 Records applied and saved."*** **Note:** The system calculates the applicant's age and populates an Applicant Number in the ***Applicant*** data field.	

Accepting an LN Applicant

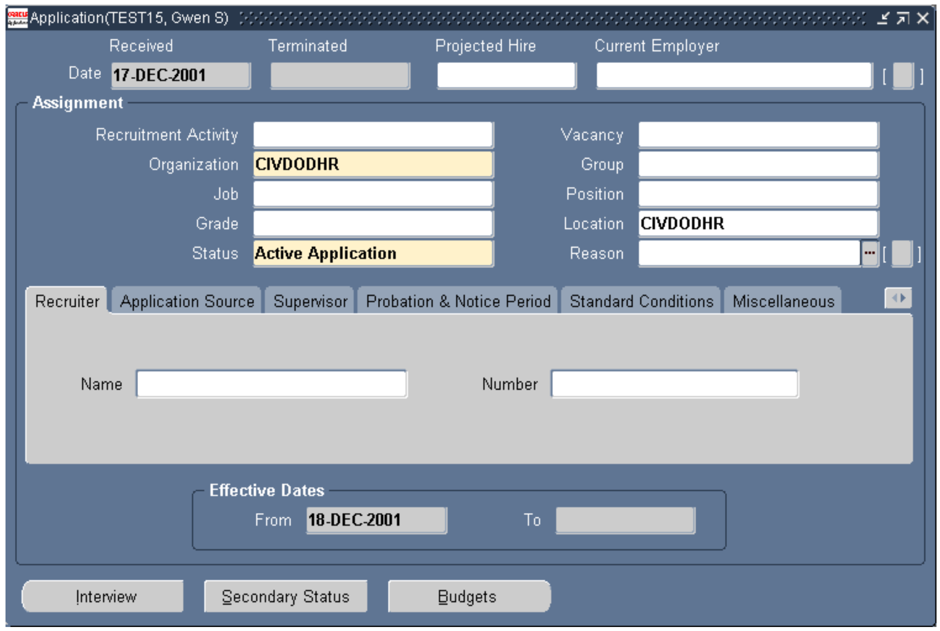
You are now ready to "Accept" the applicant.

Step	Action
6	On the **People** window, click the Alter Effective Date  icon on the Toolbar, and change the effective date to one day after the date you input the applicant's data. Click the **<OK>** button.
7	Click the **<Others>** button.
8	The **Navigations Options** window opens. Select "**Application**" from the list then click the **<OK>** button. 

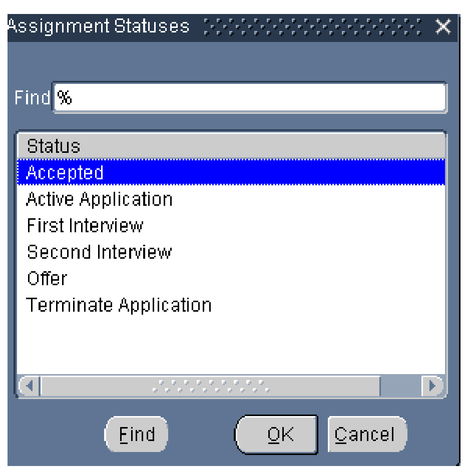
Continued on next page

Building LN Applicants, Continued

Accepting an LN Applicant (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9
</td><td>The Application window opens with the applicant's name in the Title Bar.


Note: The Received Date data field populates.</td></tr>
<tr><td>10</td><td>In the Assignment Region of the Application window, click in the Status data field (Active Application will be displayed).

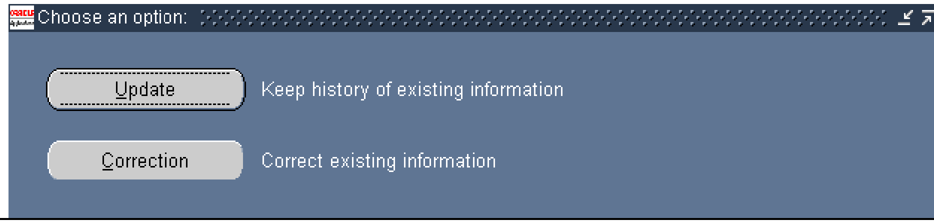
Click the LOV icon then select "Accepted" from the list Click the <OK> button.


The Status data field now displays "Accepted".</td></tr>
</table>

Continued on next page

Building LN Applicants, Continued

Accepting an LN Applicant (continued)

Step	Action
11	An **Option** window opens, asking you to choose **<Update>** or **<Correction>** Click the **<Update>** button. 
12	Click the ***Save*** icon The ***From*** date in the **Effective Dates** Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant). Exit the windows and return to the **People** window to reset the system date.
13	The applicant is ready to be assigned to a position via the RPA. • Click the **Alter Effective Date**  icon on the Toolbar. • Click the**<RESET>** button this resets the effective date to the current date • Click the**<OK>** button.
14	Close the window and process the appointment action.

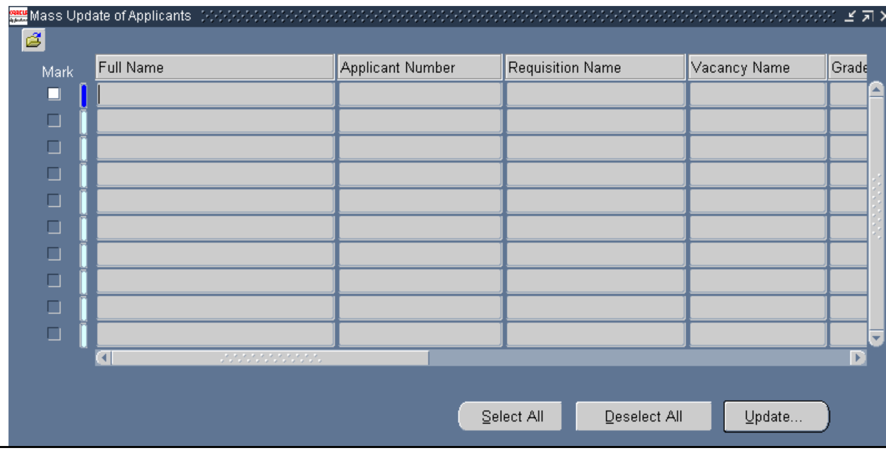
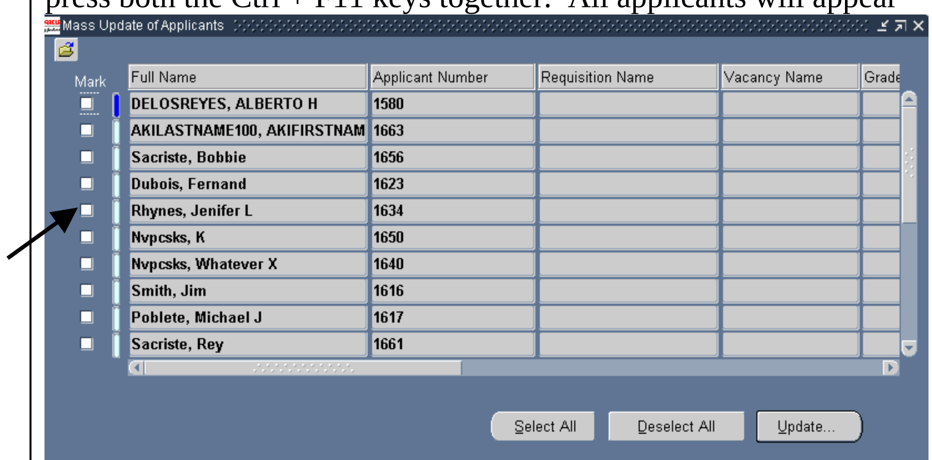
Mass Updating LN Applicants

Introduction

This section describes the steps for updating the status from “Applicant” to “Accepted” for more than one LN applicant.

Mass Updating LN Applicants

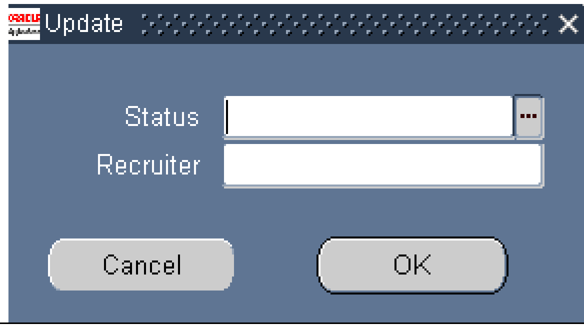
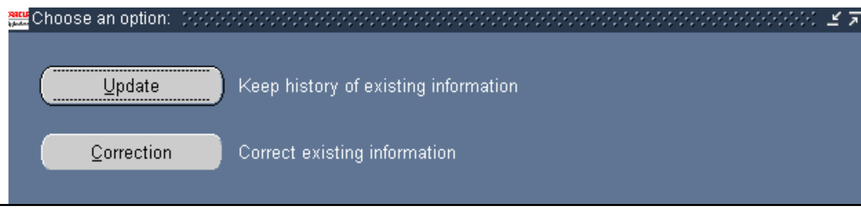
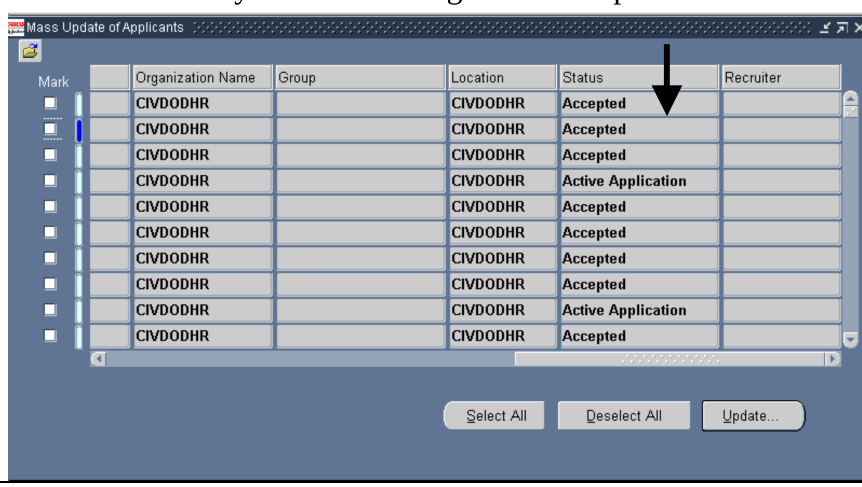
Follow these steps to mass update LN applicants.

Step	Action
1	**Navigation Path** → *Recruitment* → *Mass Update of Applicants* <**Open**>. 
2	**Date Track** to the Acceptance Date.
3	With the cursor in the **Full Name** Column press the F11key then press both the Ctrl + F11 keys together. All applicants will appear 
4	To update individual applicants, click in the boxes under the “**Mark**” Column by each applicant and then click the<**Update**> button To update all applicants press the <**Select All**> button then the <**Update**> button.

Continued on next page

Mass Updating LN Applicants, Continued

Mass Updating LN Applicants (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>The Update window opens. Click the LOV icon to display the options. Select “Accepted”. Then click the <OK> button

</td></tr>
<tr><td>6</td><td>The Choose An Option window opens. click the <<u>Update</u>>button

</td></tr>
<tr><td>7</td><td>Use the Scroll Bar at the bottom of the window to scroll to the right to view the remainder of the table and see the “Status” Column and verify the status changed to “Accepted.”

</td></tr>
<tr><td>8</td><td>Close the window and Exit.</td></tr>
<tr><td>9</td><td>Reset the DateTrack date to the current date.</td></tr>
</table>

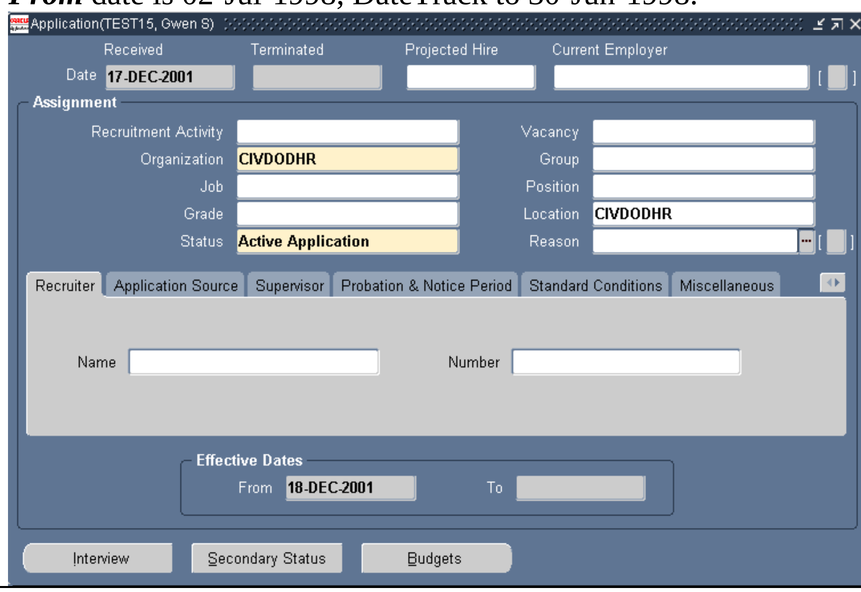
Deleting or Purging an LN Applicant

Introduction

This section explains the steps for deleting LN applicants.

Deleting or Purging an LN Applicant

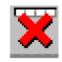
You can delete an “accepted” LN applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Query for the LN applicant. Then Click the **<Find>** button.
2	The **People** window opens with the LN applicant data populated. Click the**<Others>** button.
3	The **Navigations Options** window opens. Select ***Application*** from the list then click the**<OK>**button
4	The **Application** window opens with the LN applicant’s name in the Title Bar. With your cursor in the ***From*** data field, alter the effective date to the day before this date. For example, if the ***From*** date is 02-Jul-1998, DateTrack to 30-Jun-1998. 

Continued on next page

Deleting or Purging an LN Applicant, Continued

Deleting or Purging an LN Applicant (continued)

Step	Action
5	Click the **Delete Record**  on the Toolbar.
6	A popup dialog box opens asking if you are sure you want to delete this record. Click the **<Yes>** button.
7	A decision box opens, asking which action to perform: **<Next>** - to remove the next change, or **<All>** - to remove all scheduled changes, or **<Purge>** - to completely remove from the database.

To Remove Acceptance of the LN Applicant.	**To Purge the LN Applicant Record**.
1. Click **<Next>**. This will remove acceptance of the LN applicant.	1. Click **<Purge>**. This will remove the LN applicant from the database.
2. Click **Save**.	
3. Reset the DateTrack date.	
4. Close the **Application** Window. The **People** Window opens.	
5. Click the **Delete Record** button on the Toolbar.	
6. A **Dialog Box** opens, asking if you are sure you want to delete the record. Click the**<Yes>** button.	
7. Click ***Save*** icon.	